SPECIAL DOVER HUMAN RELATIONS COMMISSION

A Special Dover Human Relations Commission (DHRC) meeting was held on January 18, 2018 at 6:10 p.m. with Chairman Henderson presiding. Members present were Mr. Fleming, Mr. Gaddis, Mrs. Herbert, Ms. Paige, and Mr. Rocha. Ms. Mullen was absent.

OPEN FORUM

The Open Forum was held at 6:00 p.m., prior to the commencement of the official DHRC meeting. Mr. Henderson declared the Open Forum in session and reminded those present that the Commission was not in official session and could not take formal action.

There was no one present wishing to speak during the Open Forum.

AGENDA ADDITIONS/DELETIONS

Mr. Gaddis moved for approval of the agenda, seconded by Mrs. Herbert and unanimously carried.

State Human Relations Commission Liaison Report (Herbert)

Mrs. Herbert reminded members that Dr. Nancy Maihoff, Commissioner, State Human Relations Commission (SHRC), had attended the DHRC meeting held on November 16, 2017. She indicated that she had been meeting with Dr. Maihoff since that time, which had been extremely helpful. Mrs. Herbert advised that Dr. Maihoff had indicated that the DHRC needed a little more conformity in what it was doing and asked what kinds of cases the DHRC would be hearing and sending on to the SHRC, or doing what they could in Dover. She explained that this resulted in she and Dr. Maihoff reviewing the DHRC's mission stated in the DHRC brochure, which was approved by City Council during their Regular Meeting of January 8, 2018. Mrs. Herbert reviewed a handout entitled, "Suggested Sample - Our Mission" **(Attachment #1)**, explaining that the first paragraph was a more concise statement of the mission in the DHRC brochure.

Referring to the second paragraph in the handout, Mrs. Herbert advised that Dr. Maihoff had suggested that the DHRC needed things in the statement that they could attach to behavioral objectives. She noted that the suggested mission statement allows emphasis on legislation, public awareness, and community response through things such as mediation, conciliations, surveys, studies, and following proposed legislation by the State and City concerning the DHRC's mission. Mrs. Herbert suggested that the DHRC needed someone to pay attention to what the legislature and the City are doing to be able to respond to what is going on. She indicated that public communications, which Ms. Paige handles, would include articles, presentations, and informational written materials. Mrs. Herbert noted that one (1) suggestion was to try to set up a photo op for Mr. Henderson with the newspaper to talk about the goals of the Commission and what they are doing.

Mrs. Herbert expressed her understanding that the DHRC no longer had anybody trained in mediation. Mr. Henderson advised that the Commission's previous chair went to a course in mediation and was going to share information with members; however, when she left the Commission she took her knowledge with her. Mrs. Herbert informed members that mediation training is provided by People's Place for $250 per person, and the University of Delaware provides the exact same training for $900 per person. She indicated that four-day training is held at People's

Place two (2) times per year. Mrs. Herbert stated that it is suggested that at least two (2) people attend the training because they have found that having two (2) people conduct mediation is better than one (1).

Mrs. Herbert advised that the State Division of Human Relations had provided a list of networking places that could be used if someone came in with an issue and that this information was included with the suggested mission handout. She expressed her opinion that education and networking were the major things that the DHRC could do now. Mrs. Herbert asked if information regarding the DHRC's 10-minute Open Forum had been presented in churches or to groups of people and noted that there are probably a lot of people, like herself, who are not good with the internet and do not go there to find things. She noted that if there was an article in the paper, the Open Forum could be mentioned.

Mrs. Herbert explained that the suggestions that she and Dr. Maihoff had developed had been provided to members in an effort to come up with some kind of organization or understanding of what the DHRC is doing. She informed members that the DHRC can refer complaints to the SHRC that fall into two (2) categories in State law: 1) Delaware's Equal Accommodation Law, or 2) the Fair Housing Act. Mrs. Herbert noted that, to her knowledge, the DHRC had not yet picked categories of individuals or people that they would be receiving.

Mrs. Herbert stated that she and Dr. Maihoff had agreed that DHRC members would not attend every SHRC meeting. She explained that she would look at SHRC agendas, which are put out a few days ahead of time, and advise DHRC members if the SHRC will be discussing something relevant.

Mr. Fleming stated that it should be indicated that the DHRC would refer to the State any complaint brought to them by individuals who are not citizens of Dover, noting that the DHRC would only deal with complaints received by individuals who live in Dover. Mrs. Herbert agreed, stating that the idea is to get people to the right person. She indicated that eventually mediation would be a good thing because the DHRC cannot subpoena and had decided that they do not want to get into the legalistic part. Mrs. Herbert advised that mediation is usually the first step in helping somebody resolve a problem and noted that the State had done some mediation at Caesar Rodney High School because of some student issues.

Ms. Paige advised that she and Ms. Mullen had talked about some of the things that Mrs. Herbert had brought up, for example, the photo op and having the Chair interviewed, and had even talked about going on a radio program to talk about the DHRC. She reminded members that the DHRC had put those things on hold until they were 100% clear about their mission and what they can and cannot do, and this was the only reason that they had not done anything, except for moving forward with trying to get a brochure out. Ms. Paige noted that every time they think they are making leeway with the brochure, there are changes to be made.

Mrs. Herbert advised that these were just suggestions that Dr. Maihoff had made in regard to where the DHRC is at this point. She noted that public communication and educational events were something that the DHRC was already working on; however, the DHRC had not really made a decision about what kinds of things they want to take on. Mrs. Herbert indicated that, although she was uncertain of the year, she had read in the minutes that one (1) of the reasons that people stopped

inviting people to come in and talk about things was because they became overwhelmed with the number of issues that members could not really do anything about. She stated that she did not think members wanted to get into that position and that they may want to only pick education and networking or just a couple of things to begin with.

Mr. Henderson asked if Dr. Maihoff had made the suggestions regarding the mission statement and other issues based on the DHRC's brochure. Responding, Mrs. Herbert stated that the mission, as stated in the brochure, was the best of all of the mission statements floating around; however, it was redundant in places and Dr. Maihoff had stated that the DHRC's mission statement is longer than the SHRC's. Mrs. Herbert noted that she had consolidated all the parts into one (1) paragraph, and the only thing not included was organizational practices, because this was a vague term that they couldn't actually hang anything on. Mrs. Herbert indicated that she and Dr. Maihoff felt that organizational practices were covered by the fact that the police and other people were being educated as to what they could do and could not do, which is an organizational issue.

Mr. Rocha stated that he is interested in mediation training and had been trying to figure out how to get it, so he appreciated the information. He advised that he would do some research and find out the particulars.

Mrs. Herbert stated that People's Place was the cheapest place to get mediation training and Dr. Maihoff had advised that it was very good training and worth the $250. She explained that Dr. Maihoff had gone to the University of Delaware training and did not find it useful. Mrs. Herbert noted that she did not know if the DHRC could afford to send two (2) people.

Mr. Henderson asked if the DHRC budget would allow for the training. Responding, Mrs. Jody Stein, Administrative Assistant, City Clerk's Office, stated that discussion of next year's budget would be on the agenda for the DHRC's next meeting. She stated that she did not know the level of the DHRC budget for the current year but could provide that information. Mr. Henderson stated that, from what he remembered, the budget was around $2,000. *(City Clerk's Office Note: Subsequent to the meeting, members were informed that the DHRC budget request for FY 2018/2019 was not changed from the FY 2017/2018 level and remains at $3,000.)*

Mr. Henderson asked Ms. Paige how she felt about Mrs. Herbert's suggestions, noting that Ms. Paige and Mr. Jon Offredo, former DHRC Commissioner, had worked very hard on the DHRC brochure. Responding, Ms. Paige indicated that she and Mr. Offredo had pulled from previous mission statements and did not change a lot because they were afraid to and felt that they better leave the statement alone. She indicated that they had City of Dover personnel in mind in regard to the part about "organizational practices . . . and . . . trained employees to support diversity" and were trying to give some room to be able to explore City of Dover hiring practices. Mrs. Herbert advised that this was put in the Suggested Mission in the handout where it was stated that "The commission interacts with the City of Dover to assure that it has and utilizes policies, programs, city ordinances, specialized resources and provides education and support . . . ," noting that this was not as clear as what Ms. Paige was saying.

Members discussed the mission stated in the current brochure, as well as the concise statement that Ms. Paige, Mr. Gaddis, and Mr. Henderson had developed previously. Responding to

Mr. Henderson, Ms. Paige advised that she was a little taken aback by Mrs. Herbert's suggestions from the State and would have to process this information, because she did not want it to be too diluted. She noted that she does not mind changes as long as they are improvements. Mr. Fleming advised that the work that was done was well worth it and that his preference would be the mission statement in the most current brochure. Mrs. Herbert reiterated that Dr. Maihoff thought the statement could be more concise, so Mrs. Herbert made an effort at it; however, this did not mean that she was against anything that the group would decide.

Mr. Rocha advised that he agreed not necessarily with taking anything out of the mission statement but breaking it up. He suggested creating a sentence that would be an impact statement of the mission and bulletizing or breaking up the rest into another paragraph, without leaving anything out. Mrs. Herbert stated that she thought that Mr. Rocha's suggestion was a good idea, noting that she thought that Dr. Maihoff was looking for a mission statement that could be remembered. She read the statement in the handout that "the commission's goal is to promote understanding and appreciation of diversity, inclusion, and positive intergroup relations and advocates for a fair and respectful environment among its citizens." Mr. Rocha stated that this would be an example of the second part of the mission. Mrs. Herbert stated that she thought this was a very strong statement and she liked it.

Mrs. Stein indicated that the agenda item being discussed was the State Human Relations Commission Report and that members had gotten a little off topic. She suggested that someone work on the particulars of the mission statement in the brochure for review during the Commission's next meeting.

Mr. Henderson indicated that a decision had not been reached regarding mediation training and suggested that members determine whether there is funding available in the current budget for it. Responding to Mr. Henderson, Mr. Rocha, Mr. Gaddis, Ms. Paige, and Mr. Fleming expressed interest in attending mediation training. Mrs. Stein suggested that this item also be placed on the next meeting agenda, noting that members would then have information about the budget.

Mr. Gaddis moved to place the matter of mediation training on a future agenda, seconded by Mr. Rocha and unanimously carried.

Responding to Mr. Henderson, Mr. Rocha advised that he would be willing to work with Ms. Paige regarding the mission statement in the brochure.

Mr. Rocha moved to place consideration of the mission statement in the brochure on a future agenda, seconded by Mrs. Herbert and unanimously carried.

2017 Annual Report to City Council

Mr. Henderson advised that the DHRC needed to put together the 2017 Annual Report to City Council. He stated that this year the Commission had been in a great state of flux and transition. Mr. Henderson suggested possibly reporting to Council the interaction the Commission had with the State and writing up something on the DHRC brochure. He asked members if there were other ideas regarding what could be presented to Council for the Annual Report.

Mrs. Herbert noted that Mr. Fleming had interacted with the community to put on an education program. In response, Mr. Fleming indicated that he could summarize the workshop activity with the education group. Mr. Henderson suggested that members get this information to Mrs. Jody Stein, Administrative Assistant, City Clerk's Office.

Responding to Mrs. Herbert, Mrs. Stein explained that after someone summarizes the report, it will be included in the packet for the February DHRC meeting. She noted that, after approval of the report by the DHRC, it will be reviewed by Council along with the February DHRC meeting minutes. Mrs. Herbert noted that there would not be time to include a decision about the DHRC mission statement. Mr. Rocha stated that Mrs. Herbert could mention this because she was going to summarize her meeting with the State.

Mrs. Herbert reminded members that the DHRC also had a training workshop. Ms. Paige noted that Mr. Nicholas Rodriguez, City Solicitor, had attended the workshop. Mr. Henderson advised that he would work on this part of the report. Responding to Mr. Henderson, Mrs. Stein stated that information about the workshop could be found in the DHRC meeting minutes.

Mrs. Stein suggested that there be one (1) report and that members review the total report next meeting and approve it. Mr. Rocha stated that members could send their portions of the report to him and he would put them together and email the report for submission.

Mr. Henderson asked if members had any comments.

Responding to Ms. Paige, Mrs. Stein stated that she was not aware of any applications for the DHRC vacancy in the Fourth District and that there was also a vacancy in the Second District.

Mr. Rocha expressed thanks to everyone for allowing him the opportunity to serve. He noted that he is not the type to sit back and tends to gravitate toward a need, so if there is a need and he sees hesitation, he may step up and take responsibility. Mr. Rocha indicated that he looked forward to working with each and every member.

Mr. Gaddis stated that, approximately two (2) months ago, Ms. Mullen mentioned a possible City-wide get-together celebration or festival of all kinds of different groups. He indicated that he would like to continue that discussion because that would be something that members could concretely do.

Mrs. Herbert suggested that the DHRC have one (1) or two (2) people cover a celebration or event at Legislative Mall and put out information. Mr. Fleming advised that he thought this was a good idea and that the DHRC brochure could be handed out once it is completed and approved. Mr. Henderson stated that the Commission can only meet at City Hall. In response to Mr. Henderson, Mrs. Stein explained that all DHRC meetings, by Code, must be held at City Hall and the DHRC cannot conduct business elsewhere, but it would not be a problem for members to attend an event and just pass out information.

Mr. Gaddis moved for adjournment, seconded by Mr. Fleming and unanimously carried.

Meeting adjourned at 6:52 p.m.

Theodore A. Henderson
Chair

TAH/JS/dd
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Attachments
Attachment #1 - Handout provided by Mrs. Herbert entitled, "Suggested Sample - Our Mission"

SUGGESTED SAMPLE
OUR MISSION

The Dover Human Relations Commission is committed to working to ensure community inclusion, intergroup cooperation and fair treatment for all its citizens. The commission interacts with the City of Dover to assure that it has and utilizes policies, programs, city ordinances, specialized resources and provides education and support to foster diversity, inclusion, and cultural competency in its organization and services. The commission goal is to promote understanding and appreciation of diversity, inclusion and positive intergroup relations and advocates for a fair and respectful environment among its citizens. *(this is a consolidation of pamphlet mission)*

This mission statement allows emphasis on legislation, public awareness and community response through the following:

Mediations
Conciliations
Surveys
Studies
Following proposed legislation by state and city re: our mission
Educational events - Outreach and DHRC public activities
Public communications-articles, presentations, informational written materials

All the above used to advise City Council of the city needs in these areas

Mediation training provided by Peoples Place Center:

Usually $250 per person, 4 days, classes held 2 times per year and suggested at least 2 people. It is suggested that 2 people at a time conduct a mediation.

What can DHRC refer to Delaware State Human Relations Commission:
Complaints that fall under

Delaware's Equal Accommodations Law (Housing violations)
(http://delcode.delaware.gov/title6/c045/index.shtml)

Fair Housing Act (Equal accommodations violations)
(http://delcode.delaware.gov/title6/c046/index.shtml)

Additional referral agencies attached

From: **Brown, Kelly (DOS)** Kelly.Brown@state.de.us
Subject: Helpful links
Date: January 8, 2018 at 2:38 PM
To: sarabobherbert@verizon.net

Sara,

Below are some links for the most common inquiries we receive.

Equal Accommodations Act - http://delcode.delaware.gov/title6/c045/index.shtml
Equal Accommodations Regulation –m
http://regulations.delaware.gov/AdminCode/title1/600/601.shtml#TopOfPage
Fair Housing Act http://delcode.delaware.gov/title6/c046/index.shtml
Fair Housing Regulations -
http://regulations.delaware.gov/AdminCode/title1/600/602.shtml#TopOfPage
Link for Enforcement and Education https://statehumanrelations.delaware.gov/programs.shtml
Link for the State of Delaware Public Meeting Calendar
https://publicmeetings.delaware.gov/Search?q=&AnyAll=Any&AgencyID=93 to narrow down to just the Commission select Human Relations Commission, Delaware State of Delaware

As I mentioned the Division of Human Relations for Delaware does not cover discrimination in employment. We refer individuals to Delaware Department of Labor, Division of Industrial Affairs. https://dia.delawareworks.com/

The Landlord/Tenant Code is oversaw by the Consumer Protection Unit of the Attorney General's Office. https://attorneygeneral.delaware.gov/fraud/cpu/

At times we receive inquiries that fall under the American With Disabilities Act. Not all of those fall under us. https://www.ada.gov/

Another site you may find beneficial to review is the Office of Civil Rights and Public Trust.
https://attorneygeneral.delaware.gov/publictrust/

Hope this information helps.

Kelly Brown
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